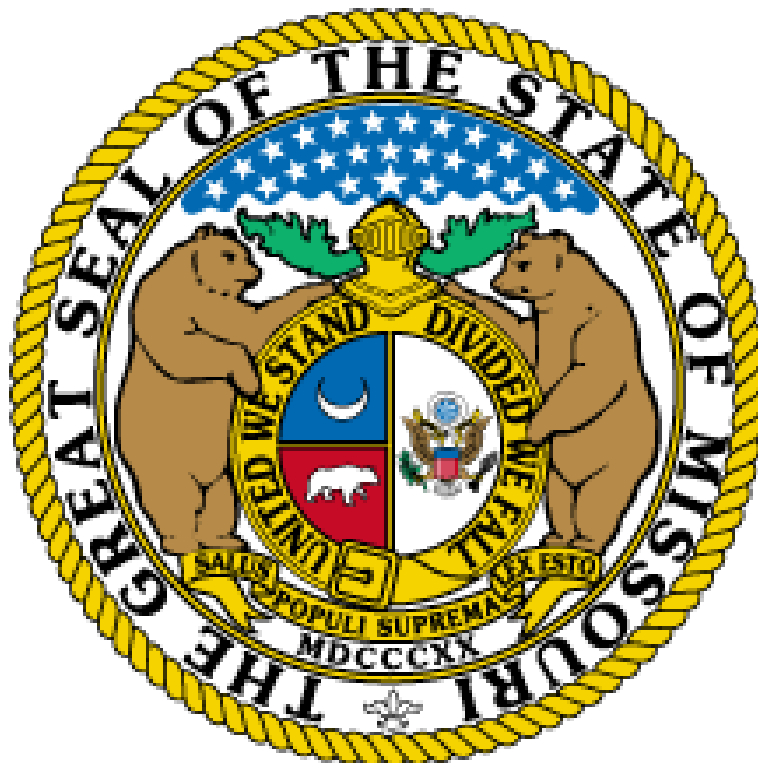


**Enhanced Enterprise Zone Designation
Application
For the City / County of _____**



**Missouri Department of Economic Development
Division of Business and Community Services**

February 2011

SUMMARY OF CONTENTS

Read the application thoroughly prior to beginning the designation process

What Qualifies as an Enhanced Enterprise Zone?

I. Enhanced Enterprise Zone Location by U.S. Census Block Groups

Areas that qualify are blighted, have pervasive poverty, high unemployment and general distress as stated in Section 135.953 RSMo; each of these components factor into the eligibility of a zone. These areas are determined by data gathered from the U.S. Census Survey, which allows us to create the boundaries of the zone by block group areas only. It is recommended that the zone boundaries be determined early in the application process. Assistance in this part of the application, as requested in Sections I, can be obtained by contacting the program manager with the Division of Business and Community Services (DED). Contact information on page 18.

II. Minimum Distress Requirements

The minimum distress requirements are the fundamental criteria needed for program designation eligibility as directed by State Statute (Section 135.953, RSMo.). The data used to determine if a proposed area is qualified will be verified by the Division of Business and Community Services (DED). This section must be as detailed as possible and describe the area seeking designation to define the blight and distress of the specific areas the city / county is seeking to solicit private investment or public assistance for infrastructure.

- B.** If using the FEMA declaration – ensure you tie the damage of the declaration into the blight description. If you are unable to tie the two components together, the FEMA declaration cannot be used and a qualifying run will have to be created to designate the zone area.

Setting up the Zone!

III. Seven (7) member Enhanced Enterprise Zone Board

A seven (7) member Enhanced Enterprise Zone Board should be established early in the application process (as required by Section 135.957, RSMo.) in order to provide the local governing authorities with advice during the application process. Section III of the application will require information on the composition and responsibilities of the Board. It is not advisable that any elected officials such as the County Commissioners, Mayor, or City councils / Board of Alderman serve on the Advisory Board as these are the person's the board is intended to advise.

IV. Public Hearing

The department director's designated representative (Program Manager), must be notified no later than thirty (30) days prior and it must have been advertised in a newspaper of general circulation at least twenty (20) days, but not more than thirty (30) prior to the date of the public hearing.

Zone: Past, Present, Future

V. Zone Description

This section of the application is meant to provide insight into the proposed zone environment, need for designation, identifies existing or planned new industry cluster development opportunities, along with any other potential successful development and/or redevelopment goals.

Where have you been?

- A.** Circumstances that led the proposed zone to be one of blight or distress.

What are you doing now?

- B.** Local / county efforts that have been initiated or completed to help revitalize the proposed zone.
- C.** General business clusters currently located in the proposed zone. (*Clusters are geographic concentrations of interconnected companies and institutions in a particular field*)

Who Do You Want to Locate in the Zone?

- D.** Objectives for the proposed zone.
- E.** Assurances the proposed zones' infrastructures are adequate or describe any improvements or expansions that will be performed to accommodate business development.
- F.** General industry clusters the applicant intends to solicit.
- G.** Evidence of an existing workforce to match the cluster. Any specialized training / education within the zone.

The Plan

VI. Proposed Enhanced Enterprise Zone Planned Development

Provide a Strategic Plan.

Authorizations

VII. Assurances & Authorizations– Single Applicant

VIII. Assurances & Authorizations– Joint Applicant

**Applications must be filed with the
Division of Business and Community Services**

All contact information provided on page 18.

Checklist of Attachments

Section I

- ☐ The Department of Economic Development (DED) produced run used to generate the map of the proposed zone.
- ☐ A 2000 U.S. Census map, broken down to the Block Group, clearly showing the area and boundaries of the proposed zone.
- ☐ A Zoning map of the locality showing the location of the proposed zone, its area and boundaries, and existing land use characteristics for both private and public held land; also note the approximate size of the zone in acres.

Note: Please keep the size of the maps submitted to a minimum readable dimension (if possible, no larger than 11 x 14). The applicant may elect to keep a larger version of the map for use in the public hearing(s) and for addressing ongoing governance issues. The individual Census Block Groups **must** be clearly marked on the map.

Section II

- ☐ Subsection B – Attach a copy of the FEMA declaration if eligible to use this option.

Section III

- ☐ A certified copy of the local governing authority's resolution / ordinance establishing the seven-member board.

Section IV

- ☐ Copy of the newspaper ad announcing the public hearing.
- ☐ A list of all taxing entities, certified by the county assessor, that are located (affected by) within the zone to be designated
- ☐ Verification of 'certified' letters mailed to all tax recipient entities that may be affected by the local abatement incentive notifying them of the public hearing.
- ☐ A transcript or summary of the hearing.
- ☐ A sign-up sheet of attendees.

Section V

- ☐ **Item D:** A copy of the resolution / ordinance defining terms of the local tax incentives (percentage of abatement on improvement to real property and number of years).
 - ☐ Ensure the resolution / ordinance includes the general type of "business clusters" (NAICS) the proposed zone intends to solicit and support.
- ☐ **Item F:** Documented assurances from the Chief Executive officer of the public resource (infrastructure) that adequate services or any necessary improvements will be provided.
- ☐ A plan or letter from the Chief of Police stating that adequate police protection either exists (regarding the proposed zone) or will be expanded for the proposed zone.

Section VI

- ☐ Zone Redevelopment Strategic Plan (approved by the local governing authority).

Enhanced Enterprise Zone Program

Zone Name:	
The applicant should read the program "Instructions" and discuss this application with the designated representative(s) of the Division of Business and Community Services prior to the completion of these forms. A copy of the programs authorizing legislation will be made available for reference purposes if requested.	
Please Type or Print Clearly	
Governing Authority:	Date:
Chief Administrator:	Phone:
Contact Person:	Phone:
Address:	
E-mail Address:	
Check One: <input type="checkbox"/> Single Application <input type="checkbox"/> *Joint Application	

* An Applicant who proposes an Enhanced Enterprise Zone that crosses the legal boundaries of another governing authority should apply jointly with the neighboring entity. One of the two should be elected as the "lead applicant" with the primary responsibility of coordinating the local program designation process. This does not preclude the "joint applicant" from a leading role.

I. Enhanced Enterprise Zone Location by U.S. Census Block Groups
Attachment(s):
<input type="checkbox"/> Attach the Department of Economic Development (DED) produced run from the 2000 U.S. Census information used to generate the map of the proposed zone. This run is used to verify the zone boundaries, population, poverty and unemployment levels.
<input type="checkbox"/> A 2000 U.S. Census map, broken down to the Block Group level, clearly showing the area and boundaries of the zone. The individual Census Block Groups <u>must</u> be clearly marked on the map.
<input type="checkbox"/> A zoning map of the locality showing the location of the proposed Enhanced Enterprise Zone, its area and boundaries, and existing land use characteristics for both private and public held land. An estimate should also be provided indicating the approximate size (acres) of the zone. Note: For Joint Applicants—Include maps for each municipality that has <u>existing</u> zone ordinance(s).

II. Minimum Distress Requirements

A. Describe the conditions which demonstrate the area is one of blight, pervasive poverty, unemployment and / or general distress. Be as specific as possible. Pictures showing blighted areas, e.g. Commercial buildings, deteriorating infrastructure, abandoned housing, etc. are strongly encouraged. Be sure to identify the location and issues with each photo. See the definition below for guidance on the description requirements for this section.

Note: Using the definition below please be as specific as possible in describing the blight and any conditions of poverty.

135.950.(2) RSMo., “Blighted area”, an area which, by reason of the predominance of defective or inadequate street layout, unsanitary or unsafe conditions, deterioration of site improvements, improper subdivision or obsolete platting, or the existence of conditions which endanger life or property by fire or other causes, or any combination of such factors, retards the provision of housing accommodations or constitutes an economic or social liability or a menaced to the public health, safety, morals, or welfare in its present condition and use.

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B. Within the last year, was public and individual assistance requested by the Governor pursuant to Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq., for an emergency proclaimed by the Governor pursuant to section 44.100, RSMo, due to a natural disaster of major proportions? **The application must be complete and submitted within 1 year of declaration date.**

	Date:	Yes	No
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Comments:

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Attachment:

☐ A copy of the FEMA declaration.

C. Did your county experience a loss in population of one (1.0) percent or more by comparing the most recent decennial census to the next most recent decennial census?

	Yes	No
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Note: <http://factfinder.census.gov>

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III. Seven (7) member Enhanced Enterprise Zone Board:

List and identify affiliation, if any, of the seven-member Board appointed by the local governing authority in the space provided.

	Name	Affiliation	Term Expires
1. Member			
2. Member			
3. Member			
4. Member			
5. Member			
6. School Districts			
7. Taxing Entities			

Note: Section 135.957.1, RSMo. requires one board member be appointed by the school district or districts located within the proposed area for designation, and one member shall be appointed by the other affected taxing districts. The chief elected official of the county or municipality shall choose the remaining five members.

Role of the seven-member board shall include:

- A. Advise the local governing authority on the designation of the enhanced enterprise zone and any other advisory duties as determined by the governing authority.
- B. Once the designation of the zone has been completed, the board shall be responsible for review and assessment of zone activities.
- C. Submitting an annual report to the Director of the Department of Economic Development regarding the status of the zone and business activity (Section 135.957.5, RSMo.).

Include any expanded duties granted the Advisory Board from the governing authority are stated in the Resolution

I identify the local governing authority responsible for selecting the Enhanced Enterprise Zone Board.

Print	And / Or	Print
Sign		Sign
Mayor		Presiding Commissioner
	And / Or	
Community		County

Attachment:

☐ A certified copy of the local governing authority's resolution/ordinance establishing the seven-member board.

IV. Public Hearing Results

Outline recommendations received during the hearing for local tax incentives, industry clusters, and zone boundaries. Also discuss any comments in support of or in opposition to the proposed enhanced enterprise zone application.

Attachments:

- ☐ Copy of the newspaper ad announcing the public hearing.
- ☐ A list of all taxing entities from the county assessor **that are located (affected by) within the zone** to be designated. **State Departments are NOT 'affected taxing entities'.**
- ☐ Verification of 'certified' letters mailed to all tax recipient entities that may be affected by the local abatement incentive notifying them of the public hearing.
- ☐ A transcript / summary of the hearing.
- ☐ A sign-up sheet of attendees.

V. Zone Description

A. Compare the rate of decline of social and economic conditions in the proposed enhanced enterprise zone with those of the city or county as a whole over the past five (5) years. Also, indicate specific business opening, closings, or layoffs that have occurred over the previous five-year period. Provide specific dates, company name, business sector and number of employees impacted. Be as specific as possible and reference source of data.

Note: MO Economic Research & Information Center - www.missourieconomy.org
MO Census Data Center – www.mcdc.missouri.edu

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B. Briefly describe any community development / redevelopment or other activities by the local government or any other organization aimed at revitalizing the proposed enhanced enterprise zone area.

C. Are there currently general business clusters located in the proposed zone?

YES NO

If Yes List, by general business NAICS (North American Industry Classification System) code, the existing business clusters located within the proposed boundaries of the enhanced enterprise zone. Cite sources.

Note: The Quarterly Census of Employment and Wages (QCEW) Report is available for information on employment by industry sectors, county and region.

The link is: <http://ded.mo.gov/researchandplanning/industry/qcew/>

MERIC also tracks Missouri Industry Clusters at:

<http://www.missourieconomy.org/industry/cluster/targetclusters.stm>

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D. Intra Zone Compatibility: Briefly describe how the proposed enhanced enterprise zone can be incorporated into the area's current land use practices. What land use zones are currently in place?

Provide a list of the businesses, which have expressed interest in locating, or expanding in the proposed enhanced enterprise zone. Include a break down by NAICS codes, their anticipated investment and net new jobs.

Attachments(if applicable):

☐ Any business facility, which has expressed interest in locating in the proposed enhanced enterprise zone, shall provide assurances that locating in the zone will not result in the loss of employment within the state of Missouri at another location.

Note: In the case of relocation by a business facility located within the state of Missouri and outside the proposed enhanced enterprise zone, the relocation may only occur if a Letter of Release from the old location authorizing agent (e.g. city mayor or county commissioner) stating approval for relocation PRIOR to a proposal request. The relocating business must intend to relocate out of state unless otherwise approved.

E. Condition of Infrastructure: Will the area infrastructure (streets, bridges, storm, sewers, water-lines, sewage treatment, water treatment, electrical service, etc.) require improvement or expansion to accommodate new business development?

Yes

No

Attachment(s):

☐ A letter from the chief executive officer of public resource (infrastructure) that adequate service or improvements to said service will be provided.

☐ A plan or letter from the Chief of Police stating that adequate police protection exists.

F. Define the business cluster focus of this proposed enhanced enterprise zone. List by general description the new business clusters the applicant intends to solicit and support as a result of the approval of this application.

- The business clusters should be:
 - a) Identified by the department as critical to the state's economic security and growth; **OR**
 - b) Will have an impact on industry cluster development, as identified by the governing authority in its application for designation.
- Clusters are geographic concentrations of interconnected companies and institutions in a particular field, including:
 - a) Suppliers of specialized inputs, machinery, services
 - b) Distribution channels and customers
 - c) Manufacturers of complementary products
 - d) Companies related by skills, technologies or common inputs
 - e) Related institutions such as research organizations, universities, standard-setting organizations, training entities, and others.

As stipulated in Section 135.950(7)(b), RSM o., the following clusters are ineligible:

- | | |
|---|---|
| ◦ Gambling establishments (NAICS industry group 7132) | ◦ Retail (NAICS sectors 44 and 45) |
| ◦ Food & Drinking establishments (NAICS sector 722) | ◦ Educational Services (NAICS sector 61) |
| ◦ Religious organizations (NAICS industry group 8131) | ◦ Public Administration (NAICS sector 92) |

Note: Headquarters or administrative offices of an otherwise excluded business may qualify for benefits if the offices serve a multi-state territory. In the event a national, state, or regional headquarters operation is not the predominant activity of a project facility, the new jobs and investment of such headquarters operation is considered eligible for benefits under this section if the other requirements are satisfied. Service industries may be eligible only if a majority of its annual revenues will be derived from out of the state.

Attachments:

□ A copy of the resolution / ordinance defining terms of the local tax incentives (percentage of abatement on improvement to real property and number of years). Ensure the resolution / ordinance includes the general type of 'business clusters' (NAICS) the proposed zone intends to solicit and support.

**** Please be sure if a Joint Application that resolutions are received from the county and all incorporated towns within the desired zone. The tax abatement must be the same for the entire zone ****

Application for Enhanced Enterprise Zone Designation

<p>G. Describe the available labor force</p> <ul style="list-style-type: none"> • Education • Skill Levels • Geographic area 		
Does the existing labor force link / match the business clusters identified in Section F?	Yes	No
Can the region the zone resides in provide a qualified workforce for the business clusters you are soliciting?	Yes	No
<p>Note: If gaps exist, goals should be identified and included within the community's attached strategic plan.</p>		
<p>Note: www.mcdc.missouri.edu</p> <p>Under 'Quicklinks' – Click 'SF3 Profiles (2000)'</p> <p>– Click 'Missouri' – Go to: Places (cities) OR Counties (whichever is applicable)</p>		

VI. Proposed Enhanced Enterprise Zone Planned Development

Attachment:

- Zone Redevelopment Strategic Plan (Approved by the local governing authority)
 - Plans include:
 1. Specific Objectives:
 - The potential to create sustainable jobs in the targeted industry. Define the impact on current local industry cluster development.
 - Outline any mandates, formal and informal, that will assist or hinder a climate conducive to business growth and expansion.
 - A specific and practical process for individual businesses to obtain waivers from burdensome local regulations, ordinances and orders which serve to discourage economic development without endangering the health or safety of the employees.
 - Outline the strengths, weaknesses, opportunities and challenges of the designated zone. What approach will be taken to minimize any weaknesses and challenges identified?
 - Provide a description of any marketing strategies currently utilized.
 2. Implementation strategy:
 - Describe any plans / strategies in soliciting new business industries to the designated zone.
 - A description of what other specific actions will be taken to support and encourage private investment within the area.
 - Discuss the availability, or plans for the creation of space (sites, etc.) for future enhanced enterprise zone development. Include specific details. (The Missouri Location-One Information System may assist you – Go To: www.missouridevelopment.org – Click ‘Business Solutions’ – Click ‘Find a site, building, or community’)
 - Include any public outreach or partnership efforts and / or detailed marketing plan to be utilized.
 3. Timetables:
 - Provide reasonable timetables for each of the objectives outlined above.
 4. A specific plan to provide assistance to any person or business dislocated as a result of activities within the enhanced enterprise zone. Such plan shall determine the need of dislocated persons for relocation assistance; provide, prior to displacement, information about the type, location and price of comparable housing or commercial property; provide information concerning state and federal programs for relocation assistance and provide other advisory services to displaced persons. Public agencies may choose to provide assistance under the Uniform Relocation and Real Property Acquisition Act, 42 U.S.C. 4601, et seq., to meet the requirements of this subdivision.

VII. Assurances and Authorization

I hereby certify that:

- A. the information in this application is accurate to the best of my knowledge;
- B. any local Enhanced Enterprise Zone incentives proposed in this application represents a firm commitment on the part of the applicant;
- C. it is understood that if at any time the applicant is unable or unwilling to fulfill a commitment to provide local Enhanced Enterprise Zone incentives, the zone shall be subject to termination; and
- D. a public hearing was held to solicit comments on the Enhanced Enterprise Zone application.

Print

Sign

Chief Administrator

Title

Date

IX. Assurances and Authorization – Joint Application

Complete one for each locality and the Lead governing authority (e.g. each town(s) with county)

This joint application for zone designation is being filed by mutual agreement between the locality of: _____ which, as the designated program administrator, is authorized to file this application with the locality of: _____.

It is hereby certified that:

- A. the information in this application is accurate to the best of my knowledge;
- B. any local Enhanced Enterprise Zone incentive proposed in this application represents a firm commitment by the applicant(s) making the proposal;
- C. it is understood that if at any time either of the applicants is unable or unwilling to fulfill a commitment to provide local Enhanced Enterprise Zone incentives, the zone shall be subject to termination; and
- D. a public hearing was held by the applicants to solicit comments on the Enhanced Enterprise Zone application.

Locality	Locality
Print	Print
Sign	Sign
Chief Administrator	Chief Administrator
Title	Title
Date	Date

Send Application to:

The Department of Economic Development
Division of Business and Community Services
Finance Management Team
301 W. High Street, Room 770
PO Box 118
Jefferson City, Missouri 65102

Questions on this application form may be directed to:

Carol Shoemaker
Finance Management Team
E-mail: carol.shoemaker@ded.mo.gov
Phone: (573) 526-0308

OR

Grey Dawn Jackson
Finance Management Team
E-mail: grey.jackson@ded.mo.gov
Phone: (573) 522-4216